



# **USF School of Accountancy Guidance for Accounting Majors and Accounting Recruiters Effective Date: Fall 2014**

Students often find the process of interviewing with companies for internships or permanent employment frustrating and confusing. In an effort to provide students guidance, the USF School of Accountancy Advisory Council has developed the following guidelines. It is important for students to familiarize themselves with these guidelines.

**Guidance for Employers Extending Offers for Internships or  
Permanent Employment**

<b>Offer Type</b>	<b>Suggested Academic Requirement to Participate in Interviews</b>	<b>Suggested Academic Requirement to Commence</b>
<b>Multi-year non-accounting internships for freshmen and sophomore minority students</b>	None	
<b>Summer Leadership Programs (SLP)</b>	Currently enrolled in Intermediate I or have completed Intermediate I	Completed Intermediate I
<b>Internships no more than one year out</b>	Completed Intermediate II	Completed Audit I for audit internships, or Tax I for tax internships
<b>Permanent employment, with or without an internship</b>	Completed Audit I and Tax I	Ideally completed degree

***Guideline 1: Students should establish early relationships with employers: Summer Leadership Programs.***

Students should begin to build relationships with members of the profession, and prospective employers, well before graduation. Employer sponsored Summer Leadership Programs (SLPs) are an excellent way to build relationships with accounting firms. The programs are typically one to three day retreats where students focus on learning about the culture of the profession including: team building, networking, professionalism, etiquette, and client service. SLPs are available to students who are at a minimum currently enrolled in ACG 3103 (Intermediate I). Recruiting for SLPs takes place during both the Fall and Spring Career Fairs (depending on the firm). Students may attend multiple SLPs, of different firms.

Note that because those who attend SLPs have established a relationship with a firm, a firm may elect to forgo the traditional campus interview and/or office visit when an internship offer is extended.

***Guideline 2: Students should establish early relationships with employers: Freshmen and Sophomore Diversity Internships***

To foster ethnic inclusiveness and promote diversity, some firms offer internships focused on creating awareness in and opportunity for minority students. Multi-year diversity internships are typically geared towards freshmen and sophomores, and the process for securing these varies by firm.

***Guideline 3:*** *Students should consider completing an accounting internship or seek all other means to gain valuable insights into the accounting profession.*

Students are encouraged to complete an accounting internship, where possible. The internship experience provides a student with the opportunity to apply the accounting concepts he/she has studied in the classroom. It develops practical skills that will be required of entry-level professionals that are not academic in nature and would otherwise consume valuable class time (e.g., what is the appropriate tax form to use? How are audit work papers prepared?). Finally, an internship exposes the student to the culture of the profession and reinforces the importance of communication, professionalism, ethics, and interpersonal skills.

The ACG 4940 internship course may be used in conjunction with the internship. This course counts as a non-accounting elective. To qualify for this course, students should have completed 80 credit hours, have a GPA of 2.75 or above, and have written confirmation of an internship that requires at least 10 hours of work per week during the semester.

***Guideline 4:*** *Students should not complete more than a single accounting internship.*

Students should not complete more than a single accounting internship. As a state-supported and taxpayer-subsidized school, we are encouraged to graduate students in a timely fashion. Due to limited course availability, multiple accounting internships can delay a student's graduation. Internships are short and therefore the tasks assigned to interns are commensurate with the available time. Multiple accounting internships do little to enhance the student's skills beyond those skills developed during the student's first internship experience. As a result, there is no noticeable increase in overall performance in the classroom for those students who complete multiple internships.

***Guideline 5: When to interview for and complete an internship, if desired.***

Ideally, students should interview for an internship after Intermediate II is completed. Students may complete an internship in whatever semester works for them. That might be in their senior year, or in between their undergraduate and graduate work. Ideally, a student should complete Audit I prior to participating in an auditing internship and Tax I prior to participating in a tax internship. This allows for the most meaningful internship experience for the student. An internship offer is typically not made until a student has completed an office visit, unless the student completed a SLP with the firm (See Guideline #1).

***Guideline 6: Length of time an offer should remain open.***

It is in the students' best interest to have sufficient time to fully participate in the interview process, including completing their office visits. In the spirit of recognizing this, recruiters should make a good faith effort to work with a student who makes a reasonable request for more time to complete the interview process and make a thoughtful decision. "Exploding offers" that expire in a short timeframe would not be in the spirit of this guideline. The student should carefully consider whether immediately accepting an exploding offer is in his/her best interest. In such situations, the student is encouraged to consult with SOA faculty and/or the SOA Director.

***Guideline 7: When to expect an offer of permanent employment.***

When offers of permanent employment should be extended by employers, or expected by the student, depends upon the student's goals and whether or not he/she has completed an accounting internship or SLP.

For the student who has completed an accounting internship, an offer of permanent employment is best made immediately upon the completion of the internship.

For the student who will not be completing an accounting internship or SLP, an offer of permanent employment is typically made no earlier than 12 to 18 months prior to the student's expected graduation date. Employers will not typically make an offer of permanent employment to a student who has not completed sufficient academic coursework to be able to successfully complete the duties required of an entry-level staff accountant.

***Guideline 8:*** Recruiters will do their best to follow the spirit of these guidelines.

Firms recruiting accounting students should staff their recruiting activities with representatives who are familiar with the School's recruiting guidelines. The principle underlying these guidelines is simple: to do what is in the best interest of the student.

***Guideline 9:*** Recruiters will encourage students to participate in activities that develop professionalism.

Firms recruiting accounting students should encourage students to be involved in activities that develop professionalism, communications skills, ethics, and interpersonal skills. Firms that sell services depend upon effective communications and group-related activities for their success. Participation in student organizations such as Beta Alpha Psi, the Accounting Society, NABA, ALPHA, the USF School of Accountancy Student Advisory Board, Accounting Circle activities, and other university and community organizations help develop these skills and demonstrate a commitment to service. Without input from the firms, students frequently do not realize the importance of engaging in these activities.

Alphabetical list of firms who support these recruiting guidelines:

- CBIZ
- Cherry Bekaert
- CliftonLarsonAllen
- Crowe Horwath
- Deloitte
- EY
- Grant Thornton
- KPMG
- PricewaterhouseCoopers
- Warren Averett